



**BOARD OF SELECTMEN**  
P.O. BOX 725  
FITZWILLIAM, NH 03447  
(603) 585-7723 Fax: (603) 585-7744  
Email: fitzwilliamnh@fitzwilliam-nh.gov

**BOARD MEETING MINUTES**  
**September 28, 2015**

**Selectmen Present:** Nancy Carney, Chris Holman, Susan Silverman

Ms. Carney called the meeting to order at 7 p.m.

**PRIMARY:**

**\*\*\* APPROVE MINUTES**

**- September 21, 2015**

Mr. Holman made a motion to approve the minutes. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

**\*\*\* APPROVE MANIFESTS**

Ms. Silverman made a motion to approve the manifests. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

**\*\*\* CONSTRUCTION PERMIT**  
**Map 11, Lot 16-1**

**Map 11, Lot 16-1 –** Ms. Silverman made a motion to approve the construction permit for Map 11, Lot 16-1. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

**\*\*\* OCCUPANCY PERMIT**  
**Map 2, Lot 29-3**

**Map 2, Lot 29-3 –** Mr. Holman made a motion to approve the occupancy permit for Map 2, Lot 29-3. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

**7:00 MEET WITH CHIEF DISALVO**

At 7:02 p.m. Mr. Holman made a motion to go into non-public session under RSA 91-A:3 II(e). Ms. Silverman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

At 7:10 p.m. Mr. Holman made a motion to leave non-public session and seal the minutes. Ms. Silverman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

**7:15 MEET WITH STEVE McANNEY**  
**Re: Signage**

Ms. Favreau asked Steve McAnney to come in to meet with the Select Board to talk about the honor roll signs and the signs listing the hours of the different departments for the Town Hall in greater detail (i.e. material to be used, font, shape, size, etc.).

**7:45 MEET WITH PAUL GRASEWICZ**  
**Re: Building Permit Questions**

Paul Grasewicz and John LeClair met with the Select Board to discuss the Spicer property (Map 21, Lot 19-1) and the construction plans to renovate the home and move back away from the lake and adding an additional 450 feet. Discussion was held on the septic system and location, and shorelines setback. The Selectmen shared that this was a Zoning Board of Adjustment issue and Ms. Silverman stated the need to list the exceptions that Mr. Grasewicz and Mr. LeClair were asking for with zoning and shore lands. Ms. Silverman suggested that they meet with Sandra Gillis, Land Use Administrative Assistant, as a variance on the building extension and shore lands permit are needed. Discussion continued on the plans of the construction work to be done.

Mr. LeClair discussed the Wood property (Map 23, Lot 3) renovation project. The Selectmen shared that a variance was needed for renovations on this property as well.

Mr. Grasewicz and Mr. LeClair stated that they wanted to meet with the Selectmen first to talk about what needed to be done and thanked them for their time.

**\*\*\* REVIEW LETTER TO CHESHIRE COUNTY**

The Selectmen reviewed the letter that Ms. Silverman and Ms. Favreau drafted to Cheshire County Commissioners as a result of the Kinder-Morgan pipeline – anticipatory preparations meeting on Friday, September 25<sup>th</sup>. The Commissioners asked each town to write a letter explaining their town's position and email it to the other towns, letting them know that they could use the letter and adapt to their town. Ms. Silverman shared what was discussed at the meeting. The Selectmen continued discussion of the need for additional meetings and getting the delegation to attend.

Mr. Holman made a motion to approve and sign the letter. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Ms. Favreau would scan and send the letter to the other 6 towns.

Ms. Silverman reminded the Selectmen of the scoping meeting at FPU tomorrow and shared that she would have to condense the information that she has in order to fit it into her allotted speaking time. Ms. Silverman would talk about the public safety information written by Ms. Carney and briefly mention where the town is (i.e. initiated a prime wetlands study, Scott Pond, water resources, private wells) essentially in saying this - not asking for a route change – asking for the pipeline not to be built as public safety doesn't change when changing the route – it is still a public safety issue. The Selectmen continued discussion on the content of what Ms. Silverman would present tomorrow and the public safety issues surrounding the pipeline.

**\*\*\* DISCUSS POSSIBLE LAND DONATION**  
**- Map 16, Lot 14**

Ms. Favreau shared that she received a call on Thursday, September 24<sup>th</sup> from an attorney's office. The property owners, (R.W.J. and Lillian Campbell) wanted to donate their property (2.5 acre lot) located on Scott Pond Road to the Town of Fitzwilliam. The attorney would be sending a letter to the Selectmen. Ms. Favreau would keep the Selectmen informed as additional information was received. Mr. Holman shared that they tried to donate this property to Meadowood at one point. Ms. Carney mentioned that it is not a buildable lot and this donation would need to be brought to a Town meeting for vote. Mr. Holman stated that we need to look at what we current own before accepting additional land. Ms. Carney stated that once additional information has been received from the attorney it would be forwarded to the Conservation Commission.

**\*\*\* DISCUSS PURCHASE ORDER FOR RECREATION DEPARTMENT**

Ms. Carney reviewed the purchase request from the Recreation Department for a replacement liner for the ice rink from NiceRink at a cost of \$422.37 and an estimated UPS charge of \$90 for a total cost of \$510.37. There is a 5% discount if purchased by Wednesday. The last liner was purchased in 2012.

Ms. Silverman made a motion to approve the purchase of a replacement liner for the ice rink from NiceRink at a cost of \$510.37. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

\*\*\* **NON-PUBLIC SESSION - REVIEW LETTER FROM UPTON & HATFIELD - RSA 91-A:3 II(e)**  
**Re: Fairpoint Litigation**

At 8:20 p.m. Mr. Holman made a motion to go into non-public session under RSA 91-A:3 II(e). Ms. Silverman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

At 8:22 p.m. Ms. Silverman made a motion to leave non-public session and seal the minutes. Mr. Holman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

\*\*\* **NON-PUBLIC SESSION - RSA 91-A:3 II(e)**  
**Re: Library Case**

At 8:22 p.m. Mr. Holman made a motion to go into non-public session under RSA 91-A:3 II(e). Ms. Silverman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

At 8:27 p.m. Mr. Holman made a motion to leave non-public session and seal the minutes. Ms. Silverman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

\*\*\* **DISCUSS EMPLOYEE EVALUATION**  
- **Town Administrator**  
- **Road Agent**

Ms. Carney suggested the Selectmen take care of all of the evaluations and discuss next week. Sheryl White would combine the Selectmen's comments into one evaluation and the evaluations would be scheduled for the week after next.

The Selectmen discussed the self-evaluations and Mr. Holman asked to receive the self-evaluations first and discuss after. Ms. Silverman stated that she doesn't want to base their evaluation on the self-evaluation and would like to meet next week and combine the Selectmen's comments and when the Selectmen meet with the Town Administrator and the Road Agent they would read their self-evaluations. Mr. Holman asked if it was worthwhile to have the self-evaluations while merging the Selectmen's evaluation comments. Mr. Holman shared how he has done evaluations in the past. Discussion continued on when the Selectmen would review the self-evaluations. Ms. Carney stated that the Selectmen would have the self-evaluations for that night in a separate folder and the Selectmen would come in a little early to review. Ms. Carney asked that they try this as she has suggested. Ms. Silverman wanted to look at the self-evaluation form as it is not very user friendly and is not being used on a regular basis by supervisors. Ms. Silverman suggested having a point system instead of summary comments. The Selectmen asked Ms. Favreau to contact other Town Administrators to find out what self-evaluation forms they are using. Ms. Carney would like something that can be completed on the computer and doesn't have to be handwritten. Ms. Favreau stated that she can make a template.

**OTHER BUSINESS:**

**NORTHEAST ENERGY DIRECT PROJECT – PUBLIC SCOPING MEETING – SEPTEMBER 29<sup>TH</sup> AT FPU**

**SWRPC - INFORMATIONAL MEETING ON SEPTEMBER 29<sup>TH</sup> AT 10 A.M. - 2<sup>ND</sup> FLOOR OF THE HISTORIC CHESHIRE COUNTY COURTHOUSE BUILDING - OVERVIEW OF THE FERC PROCESS.**

Approve Rental of Town Property - Ms. Carney reviewed the Application for Rental of Town Property request from Laurie Lafond for the Fitzwilliam District Nursing Association for October 5, 2015 for the Flu Shot Clinic – Noon to 5:15 p.m. Mr. Holman made a motion to approve the Application for Rental of Town Property request from the Fitzwilliam District Nursing Association for October 5, 2015 in the Town Hall – Lower Hall and to waive the fee. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Ms. Silverman reported that the Budget Committee needed a representative from the Select Board to serve on the committee. Ms. Silverman made a motion to nominate Ms. Carney as the Select Board's representative on the Budget Committee. Mr. Holman seconded. Ms. Carney abstained, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 2-0

Ms. Carney reported that the Capital Improvement Program Committee needed a representative from the Select Board to serve on the committee. Ms. Carney made a motion to nominate Ms. Silverman as the Select Board's representative on the Capital Improvement Program (CIP) Committee. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman abstained. Approved – 2-0

Ms. Favreau gave an update on the VPN conversion. Richard Macomber came in on Friday, September 24<sup>th</sup> to do the installation but the State didn't provide a password. Heidi Wood, Town Clerk, contacted the State but hasn't received the information. Once the password is received Mr. Macomber is ready to complete the installation. The State has assured Ms. Wood that the current connection would not be disconnected.

Ms. Favreau reported that she had received an anonymous complaint from someone in person and that she had told them that the Select Board doesn't act on anonymous complaints. Ms. Favreau shared that the complaint was regarding an automotive repair shop and trash on Sharon Dick's property on Old Turnpike Road. Mr. Holman stated that this was a serious complaint and asked if the Selectmen needed to act on this. Ms. Favreau stated that the automotive repair shop is being run without a permit and Ms. Carney asked Ms. Favreau to write a letter to: Sharon Dick regarding the automotive repair shop and Carole Ann Rocheleau regarding the trash. Mr. Carney shared that Ms. Rocheleau needed to take a Police Officer with her when going out to the property.

Ms. Favreau asked for a vacation day tomorrow and the Selectmen approved Ms. Favreau's request.

Mr. Holman made a motion to adjourn the meeting at 8:35 p.m. Ms. Carney seconded and the motion passed. 3-0

Submitted by:

Sheryl White  
Secretary to the Board of Selectmen

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Nancy Carney, Chairman

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Chris Holman

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Susan Silverman  
Board of Selectmen